

## MOTOR VEHICLE FAQs

### MOTOR VEHICLE REGISTRATIONS

The following information is intended to answer the most frequently asked questions regarding motor vehicle registration. The information is not intended to be complete or specific to all individual circumstances. For further information please contact the Town Clerk's Office at (603) 648.2538.

#### What forms of payment do you accept?

Cash and checks only. We do not accept credit or debit cards.

#### Registration Process Summary

1. Residents must pay fees to the Town of Webster (one's place of residence or where the vehicle is housed). Always begin the process at the Town Clerk's Office at 945 Battle Street, Webster NH.
2. Fees are paid to the State of New Hampshire – DMV and the Town of Webster. The Webster Town Clerk is an online agent for the State DMV; therefore, registrations may be completed in their entirety in our office, **OR** residents may complete the State portion at the State Office located on Hazen Drive (off Loudon Rd) in Concord or any substation.

#### How do I renew my registration?

Residents may renew in person at the Town Clerk's office. Renewals can also be sent in the mail using the renewal mailer sent to you about a month prior to renewal. State law requires you or your representative to provide the Clerk with the current registration or renewal mailer in order to renew. You will be asked to show your license and the license number will be recorded on the State's portion of the registration.

#### What if I want to complete the process at the State?

You must always begin the process at the Town Clerk's office. You will take the registration the Town completes to the DMV for completion of the two-part process. DMV will issue your new decals.

#### When do I renew my registration?

Generally, registrations are renewed annually during one's birth month. Exceptions to this would be if you lease your vehicle or it is in the name of a business. You may renew a registration up to four (4) months early.

#### What do I need to bring to the Town to register a vehicle I just purchased?

Along with your driver's license, you will need ONE\* of the following:

### For vehicles that are model year 2000 or newer:

- If purchased from a dealer - the Certificate of Title Application (light blue Town Clerk's copy) provided by the dealer.
- If purchased private sale - The original Certificate of Title signed over on the back to the new owner(s). It must include the signatures of the seller(s) and the buyer(s), buyer's address and current odometer. If there was a loan on the vehicle, the lien holder should have released the loan.
- If purchased out of state, the original Certificate of Origin or Certificate of Title signed over on the back to the new owner.

**\*If you are transferring NH plates from a vehicle (you have traded or are taking off the road) to a vehicle new to you, your current registration will also be necessary.**

**For vehicles that are model year 1999 or older**, you will need a bill of sale from the seller to the buyer, signed by the seller, **AND one** of the following documents:

- A copy of the prior owner's previously issued NH registration.
- A valid NH or out of state title.
- A verification of VIN (Form 19A) completed by the appropriate agency - law enforcement officer, NH State Inspection station, or NH dealer. 19A forms are available at the Town Clerk's office or on the State's website.  
<http://www.nh.gov/safety/divisions/dmv/forms/documents/tdmv19a.pdf>

### What if I am a new resident?

- If you have moved to Webster from another NH city or town, please bring in the previous NH registration before the end of your renewal month along with proof of residence.
- If you are moving to Webster from another state, please provide us with your original title (for vehicles that are model year 2000 or newer). We will complete a NH title application for you.
- If you have a bank loan on your vehicle, a bank or finance company most likely holds your title. You will need to call or write the lien holder to request the original title (we cannot accept a copy). Explain the request is for re-titling purposes in NH. If the lien holder will not release the title to you directly, contact our office (648.2538).

### What is the difference between a new, renewal or transfer registrations?

- A **new registration** is registering the vehicle for the first time under your name in the State of New Hampshire. If the vehicle was registered in NH, then registered in another state; and then you return to NH – then a new registration is processed.
- A **renewal registration** is when a NH registration is being renewed for another 12 months. There is no proration on renewal registrations. They are always for the full 12 months.
- A **transfer registration** is when you have taken a vehicle (vehicle A) off the road and you are registering a new vehicle (vehicle B). A transfer allows you to apply the

unused portion of the permit fees from Vehicle A to Vehicle B's registration fee due. In doing a transfer, the 1<sup>st</sup> owner of the new car and the old car must be the same. You must bring in your registration of the plate you want to transfer. (RSA 261:66)

### What is the State fee?

State motor vehicle registration fees are calculated per RSA 261:141. The state fee is based upon weight.

- 0 - 3000 lbs. pay \$31.20/year
- 3,001 – 5,000 lbs. pay \$43.20/year
- 5,001 – 8,000 lbs. pay \$55.20/year
- Motorcycles pay \$16 per year

### What is the Town Fee?

The town permit fee is calculated per RSA 261:153. The fee is based upon:

- the manufacturer's model year of the vehicle
- the manufacturer's list price
- the owner's date of birth.

The owner's date of birth determines when the registration will expire. The registration is prorated from the month of registration to the expiration month. This period will be calculated for no less than 5 months or greater than 16 months. Each registrant is assessed one dollar for a town clerk fee (RSA 261:152). For registration in which the town completes the State part of the registration, registrants are charged \$3.00 per vehicle.

### When will my registration expire?

Expiration dates are the last day of the owner's birth month (unlike one's license that expires on one's birthday). For companies, the registration date is based upon the company name. For example, companies whose name begins with "A" or "B" expire in the month of January. For vehicles leased, the month is based upon the first letter of the lease company's name.

### Can I transfer my spouse's plates to my new car?

The plate belongs to the first registered owner. The first name on a registration "owns" the plate. If your spouse's car did not have your name on the old registration and the new car purchased has both names, provided you list your spouse's name first on the registration, you may transfer. If the new vehicle is in your name only, you cannot transfer the old registration.

### I am buying a car out of state. How do I register a car I don't have possession of yet?

The State of New Hampshire may issue 20-day temporary plates with a signed bill of sale. (RSA 261:57) The cost is \$10. This fee cannot be applied to your permanent registration. The town does not issue temporary plates you would have to get them at the State DMV office on Hazen Drive in Concord

I am moving to another NH city/town. Is my registration valid? Yes, please contact the State of New Hampshire with your new address or visit your new Town Clerk with proof of residence.